

DD/A 78-1378/17

11 August 1978

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

25X1A

FROM :   
Career Management Officer/DDA

SUBJECT : Uniform Promotion System

1. (U) Forwarded herewith is a memorandum from the Director of Personnel with an attachment which details the new Fitness Report and promotion schedules.

2. (U) The following information is emphasized particularly with regard to implementation of the new Uniform Promotion System within the DDA:

a. Sub-groups have the option of conducting annual or semi-annual competitive evaluation and promotion exercises.

b. A choice may be made to vary the option for different grade levels; however, the same option must apply to all grades within the grade group listed in paragraph 2 of the attached memorandum. (For additional clarification the first grouping should read: all secretarial and clerical personnel grade GS-06 and above.)

c. The Directorate will adopt the proposal, as suggested in paragraph 4 of the attachment, to have Fitness Reports prepared for GS-12 and GS-13 officers for the period ending 31 December 1978 and then again in June (GS-13) and July (GS-12) 1979.

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d. Supergrade and Scientific Pay Schedule promotions will be made in January and July of each year.

3. (U) Please advise the office of the DDA/CMO of your choice with regard to the annual or semi-annual option for promotions. As suggested at the 2 August, Senior Personnel Resources Board Meeting, [REDACTED] Office of Personnel, will be visiting each DDA Office to assist in the implementation of the new system.

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4. (U) Additional information concerning the SPRB responsibilities for evaluating GS-15 Directorate of Administration officers will be forwarded in the near future.



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Attachment

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8-1378115

31 JUL 1978

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Uniform Promotion System

1. On 12 July 1978 the Deputy Director of Central Intelligence approved our proposal that the uniform promotion system effective 1 October 1978 allow for semi-annual promotion exercises at the option of the individual Career Services for promotions to GS-07 and above. The promotion dates will be related to the revised Fitness Report schedule, allowing for a 120-day working period after the ending date of the evaluation with the promotion to be effective the first pay period thereafter. Components will be responsible for insuring that promotion personnel actions are received by Office of Personnel, Transactions and Records Branch, ten working days before the pay period on which the promotions are to be effective. The extended lead time is required by the expected increase in the volume of actions to be processed within the period and the added workload of preparing Certificates of Promotion.

2. The Career Service may elect either the annual or semi-annual option for any one or all of the listed grade groups and establish them for any one or all of its Career Service or Career Service Subgroups. The initial promotion exercise will be keyed to the Fitness Report schedule with the second review and exercise six months later.

- (1) All secretarial and clerical personnel above grade GS-06.
- (2) Professional and technical personnel in grades GS-07 through GS-11.

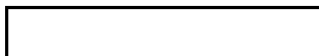
- (3) Professional and technical personnel  
in grades GS-12 through GS-15.

3. There is no established schedule for promotion through GS-06 and components may promote their employees in these grades as merited and within the Career Service criteria for promotion, panel evaluations, headroom and the availability of properly graded positions.

4. Attached for your information is a copy of the revised Fitness Report schedules which will be operative for all Career Services, except the Operations Directorate, as of 1 October 1978. Where the semi-annual promotion option is elected the first exercise in FY 1979 may be effective with either date noted on the attached schedule. The new schedule poses no time frame problems except for the GS-12 and GS-13 group. To avoid an undue period without an evaluation of performance, it is proposed that this group receive Fitness Reports out of phase, on a one-time basis, for the period ending 31 December 1978. Inasmuch as the automatic call-up list will be based on the new Fitness Report date, the 31 December 1978 call-up for the GS-12 and GS-13 employees will be by a special, unedited listing of all personnel in these grades and should be received by the components in mid-November 1978.

5. The subject of a new established date for supergrade promotions is under discussion.

6. It will be appreciated if you will advise the Office of Personnel of the option cycles selected for the Career Service and/or for the individual Career Service Subgroups.

  
F. W. M. Janney

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Attachment

UNIFORM PROMOTION SCHEDULE

<u>Grade</u>	<u>New Fitness Report Date</u>	<u>Promotion First Pay Period in Month</u>	<u>Optional Semi-annual Promotion</u>	<u>Old Fitness Report Date</u>
GS-15 and above	03-31			03-31
GS-14	04-30	09	03	03-31
GS-13	06-30	11	05	12-31
GS-12	07-31	12	06	12-31
GS-11	08-31	01	07	09-30
GS-10	09-30	02	08	09-30
GS-09	09-30	02	08	09-30
GS-08	12-31	05	11	06-30
GS-07	12-31	05	11	06-30
GS-06	01-31	06	12	06-30
GS-05 and below	03-31	UNSCHEDULED		03-31

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MT CAREER SERVICE BOARD SCHEDULE

1978-1979

0930

*July*  
~~June 27~~  
JUL 18

GS-14 Rankings	
GS-15	
PDP and Business Meeting	
July 25	
August 29	GS-12
September 26	GS-13
October 31	PDP and Business Meeting
November 28	GS-14 & 07
December 19	GS-08-11

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January 23	PDP and Business Meeting
February 23	GS-12
March 27	GS-13
April 24	PDP and Business Meeting
May 29	GS-09-11
June 26	GS-14
July 31	GS-07-08

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18 July 78 - DTR Conf Room - 2:00 - GS-15's

DDTR,  
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EYES ONLY

EYES ONLY

MT Career Subgroup Panel Schedule

1978

1400 Hours

19 January	Business Meeting
23 February	Business Meeting
23 March	GS-07 Rankings
20 April	*GS-05 & GS-06 Rankings
25 May	GS-08 & GS-09 Rankings
22 June	Business Meeting
20 July	Business Meeting
24 August	Business Meeting
21 September	GS-07 Rankings
19 October	*GS-05 & GS-06 Rankings
16 November	GS-08 & GS-09 Rankings
21 December	Business Meeting

\*Employees who have been with the Agency a minimum of 3 years.

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OFFICE OF TRAINING

PERSONNEL

OTR INSTRUCTION TRI 20-15  
6 October 1976

RESCISSION: OTR INSTRUCTION TRI 20-5, dtd 4 August 1976

1. The Office of Training Career Service Board and the Sub-Group Panels

Every MT careerist--staff or contract--is under the cognizance of either the Career Service Board or one of the Sub-Group Panels. The primary functions of the Board and Panels are to provide competitive rankings and to formulate recommendations to the Director of Training who has final authority for all personnel decisions in the Office. The duties and responsibilities of the Board and the various panels are as follows:

a. MT Career Service Board

The MT Career Service Board is responsible for:

(1) reviewing the overall personnel position of the MT Sub-Group Service:

(2) evaluating and ranking all professional members of the MT Sub-Group Service--both staff and contract except contract language instructors through GS-15 and technical personnel GS-10 and above for value to the Service and for promotion;

(3) reviewing recommendations for Quality Step Increases for above personnel;



(4) performing such other functions as may be required by the Director of Training.

The Board is chaired by the Deputy Director of Training with membership appointed by the Chairman from senior members of OTR. The Chief, Personnel Branch, acts as Secretary to the Board. The recommendations of the Career Service Board are submitted to the Director of Training for decision or other appropriate action.

b. MT Career Panel

The MT Career Panel, established by action of the MT Career Service Board, is responsible for:

(1) the competitive ranking of technical and clerical personnel--both staff and contract--in the Headquarters area in grades GS-06 through GS-09 and those clerical employees in grades GS-03 through GS-05 who have been on duty with the Agency for three years or more, for value to the Service and promotion based on performance and potential; and

(2) reviewing recommendations for Quality Step Increases for technical and clerical personnel in grades GS-03 through GS-09.

The Career Panel may also recommend to the Director of Training, as deemed appropriate, assignments, training, and other forms of career development for the personnel within its cognizance.

The MT Career Panel is composed of six voting members who have been nominated by the various OTR units and approved by the Chairman of the MT Career Service Board. The OTR Career Counselors for personnel in grades GS-03 through GS-08 function as non-voting participants on the Panel. The OTR Personnel Branch acts as a secretariat to the Panel.

c. Language Instructor Panel

The Language Instructor Panel is composed of the Deputy Chief, LLC and the Chiefs and Deputy Chiefs of each LLC department. The Chief, LLC acts as non-voting Chairman. The Panel meets twice a year to rank competitively contract instructor employees of the LLC for both value to the Service and promotion; to review Quality Step Increase recommendations for contract instructor employees; and to take any other actions required by the Director of Training. LLC supervisory and clerical contract personnel are evaluated by the IIT Career Board or the IIT Career Panel, as appropriate.

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The membership of the Board and each of the Panels will be published by separate notice. Supervisors are responsible for informing employees of the panel having jurisdiction over them.

STATINTL

Harry E. Fitzwater  
Director of Training

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OFFICE OF TRAINING

PERSONNEL

OTR INSTRUCTION TRI 20-16  
26 October 1976

RESCISSION: OTR Instruction TRI 20-10, 14 September 1976

1. Promotion Policies

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Agency and Directorate of Administration policies regarding employee promotions are set forth [redacted] and in the DDA Personnel Management Handbook. Office of Training policies have been developed within the framework of these issuances.

OTR Instructions TRI 20-15, dated 6 October 1976, and 20-17, dated 26 October 1976, describe the MT Career Service Board and Subgroup Panel system and the procedures used in ranking employees of various grades and occupational categories for value to the Service and for promotion. The position in these rankings and the availability of headroom at the grade to which the employee is being considered for promotion are primary factors in the promoting of the employee.

Written promotion recommendations are not used by the Career Service Board or the Language Instructor Panel. Instead, the unit chief or department head for whom the individual works takes a position concerning the individual's promotability. In contrast, the Career Panel and [redacted] Career Service Panel do encourage the use of written promotion recommendations. These recommendations should be initiated by an employee's supervisor and sent through command channels to the secretaries of the Panels who hold them for the next meeting of the Panel having cognizance over the individual concerned.

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In cases where there is no promotion recommendation, but the employee is ranked in the highest quartile and meets the other criteria for promotion to the next grade, the Chairman of the Panel will contact the employee's unit chief to see if he or she wishes to submit a recommendation for the employee's promotion. The Secretary of the Career Panel will inform unit chiefs of Panel agreement or disagreement with promotion recommendations.

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2. Awards and Recognition

[ ] describes the various awards available under the Honor and Merit Awards Program. This subject is also covered in Section V of the DDA Personnel Management Handbook as are the procedures to be followed in making award recommendations.

Sustained superior performance may also be recognized by the granting of a Quality Step Increase (QSI). To be considered for a QSI, an employee must have demonstrated a higher quality of performance than is normally expected in the type of position occupied. QSI awards are recommended by the supervisor and sent through command channels to the OTR/Personnel Branch. OTR/PB will bring these recommendations to the attention of the Board or appropriate Panel for review and forwarding to the Head of the Career Subgroup for concurrence prior to being sent to the Director of Training and Director of Personnel for approval. Normally, QSIs are considered at the time of the regular rankings; in certain cases, however, QSI recommendations can be considered outside the ranking cycle. STATINTL

[ ]  
f  
Harry E. Fitzwater  
Director of Training

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OFFICE OF TRAINING

PERSONNEL

OTR INSTRUCTION TRI 20-17  
Revised 6 April 1977  
26 April 1977

1. OTR Personnel Ranking Policy and Evaluation Criteria

a. The general framework for competitive evaluation rankings is provided by the OTR Career Subgroup Board and Subgroup Panels which function in an advisory capacity to the Director of Training. The Board and Panels and the categories of personnel for which they are responsible are explained in OTR Instruction No. 20-15, dated 6 October 1976. The Board and Panels undertake rankings twice each year. In preparing for rankings, Board and Panel members review Letters of Instruction, Fitness Reports, and any recommendations which supervisors may have submitted concerning promotions. Board and Panel members are also encouraged to consult with the employee and/or the employee's supervisor to acquire information relevant to the ranking exercise. Personnel are ranked both for value to the Service and for purposes of formulating recommendations for promotion to the Director of Training. All personnel are evaluated twice a year by the HT Career Subgroup Board or Panels.

b. Professional personnel (except contract language instructors) and GS-10 and above technical personnel are evaluated by the HT Career Subgroup Board.

c. Technical and clerical personnel in grades GS-06 through GS-09 are evaluated by the HT Career Subgroup Panel as are those clerical employees in grade GS-05 who have been with the Agency three years or more.

d. Contract instructor employees of the Language Learning Center are ranked by the Language Instructor Panel. STATINTL  
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e. Non-Rotational GS personnel [redacted] are evaluated and ranked by [redacted] Career Subgroup Panel. Details concerning the ranking criteria used are available [redacted] dated 10 June 1976. STATINTL

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f. All Training careerists should be aware of the criteria used in evaluating them as described in paragraph 2. Employees may request information regarding their relative standing in the ranking for "value to the Service" as well as the evaluative descriptor assigned them by the ranking panel. When the descriptor assigned is "Substandard," the employee will be notified in writing.

## 2. Ranking Criteria for Value to the Service

The OTR Career Subgroup Board and Panels have each developed different ranking criteria and weighting factors which correspond to the different categories of personnel:

### a. Criteria used by the OTR Career Subgroup Board

#### (1) Professional Employees

	<u>Weighting Factor</u>
(a) Knowledge of subject matter	0-10
(b) Teaching Ability/Specific Skills	0-5
(c) Managerial ability or potential	0-10
(d) Productivity	0-5
(e) Quality of product	0-5
(f) Communication skills	0-10
(g) Ability to do other OTR jobs	0-5
(h) Potential for higher positions	0-5
(i) Rotatability to other Agency components	0-5
(j) Initiative	0-5
(k) Reliability	0-5

#### (2) Technical Employees

	<u>Weighting Factor</u>
(a) Knowledge of subject matter	0-10
(b) Specific job skills	0-5
(c) Managerial ability or potential	0-10
(d) Productivity	0-5
(e) Quality of product	0-5
(f) Communication skills	0-10
(g) Ability to do other OTR jobs	0-5
(h) Potential for higher Agency positions	0-5
(i) Rotatability to other Agency components	0-5

- |     |             |     |
|-----|-------------|-----|
| (j) | Initiative  | 0-5 |
| (k) | Reliability | 0-5 |

b. Criteria used by the IT Career Subgroup Panel for clerical and technical personnel.

	<u>Weighting Factor</u>
(1) Knowledge	1-5
(2) Skills	1-5
(3) Productivity	1-5
(4) Quality of product	1-5
(5) Organizational ability (including supervision)	1-5
(6) Reliability	1-5
(7) Interpersonal skills	1-5
(8) Communication skills	1-5
(9) Initiative	1-5
(10) Ability to perform other OTR jobs	1-5
(11) Potential	1-5

c. Criteria used by the Language Instructor Panel for contract instructor personnel.

	<u>Weighting Factor</u>
I. Teaching Ability	0-10
1. Versatility	0-10
2. Technique	0-10
3. Knowledge of subject matter	0-10
4. Course planning	0-10
II. Total Immersion	0-10
III. Course Administration	0-10
IV. Proficiency Testing	0-10
1. Technique	0-10
2. Ratings	0-10
V. Development of Materials & Tests	0-10
VI. General	0-5
1. Professional Development	0-5
2. Dependability	0-5
3. Flexibility	0-5
4. Interpersonal Relationships	0-5
5. Initiative	0-5

### 3. Ranking Criteria for Promotion

a. In ranking employees for promotion, the Board and Panels will consider the following criteria, in addition to the position of each employee in the rankings for value to the Service:

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Weighting Factor

- |     |                         |      |
|-----|-------------------------|------|
| (1) | Relative Seniority      | 0-10 |
| (2) | Unique Contribution     | 0-10 |
| (3) | Relative Responsibility | 0-10 |

4. In addition to the above rankings, each employee being evaluated will be assigned one of the descriptor categories listed in the attachment. These descriptors, plus a special listing for "Potential Surplus--Function/Skills," were developed by the Office of Personnel in conjunction with representatives of each career service for use by every career service. Further description of the "Potential Surplus--Function/Skills" category can be found in OTR Instruction No. 20-9 dated August 1976.

STATINTL

Harry E. Fitzwater  
Director of Training

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OFFICE OF TRAINING

PERSONNEL


OTR INSTRUCTION TRI 20-19  
22 NOV  
1976

REFERENCE: Memo to DTR from Chairman, DDO Evaluation Board,  
dated 23 January 1976; Subject: Application  
of DDO Career Service Personnel Evaluation  
System to DDO Officers on Rotation Tours with  
the Office of Training

1. As stated in the reference: "OTR is considered to have full rights and responsibilities of a DDO component in recommending and ranking DDO officers for consideration by a DDO Personnel Evaluation Board." Under this new arrangement, the Director of Training submits a consolidated ranking of DDO careerists assigned to OTR for purposes of personnel evaluation under the DDO career service system.

2. Accordingly, there is hereby established a panel to rank and evaluate all DDO personnel assigned to OTR.

3. A separate notice will identify the panel members. STATINTL

  
Director of Training

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